



EMPLOYEE / VISITOR ESCORTS

Directive: 12 – 107

Date of Issue: July 2013 Amends/Cancel: N/A

I. PURPOSE

The purpose of this Directive is to establish policies and procedures in regards to providing escorts for employees and visitors to DGS facilities where DGS-MCP provides law enforcement and security.

II. POLICY

It is the policy of DGS-MCP to provide escorts for any state employee or visitors to DGS facilities where DGS-MCP provides law enforcement and security.

III. PROCEDURES

- A. When a request is made for an escort, the DGS-MCP employee receiving the request will ascertain the following information:
 1. Name of employee/visitor;
 2. Location of the employee/visitor;
 3. Telephone number where requestor can be reached (cellular if available);
 4. Destination; and
 5. Any other helpful information particular to the requestor's needs and situation.
- B. The employee receiving the request will promptly notify the supervisor on duty.
- C. If the supervisor has adequate personnel and can grant the request without removing a Police Officer from a post where the presence of an officer is mandatory, an officer will be dispatched to provide the escort.
- D. If there are not sufficient Police Officers to grant the request, the Duty Supervisor will honor the request.

- E. When providing an escort, an officer will either walk with the employee/visitor or use a mobile unit. Officers will not follow the person in a police vehicle watch from a distance, or watch from a security camera.
- F. As a general rule escorts should not be provided beyond the DGS-MCP scope of authority. Under current Maryland law DGS-MCP has the authority up to 1,000 feet from any facility owned or managed by DGS.
- G. From time to time requests for an escort may go beyond our scope of authority. If extenuating circumstances dictate this request be honored supervisory approval must be obtained.